



Department of
ADMINISTRATIVE SERVICES
Job Postings



DEPARTMENT OF REHABILITATION SERVICES (DORS)
Bureau of Rehabilitation Services
JOB OPPORTUNITY

INTERPRETER FOR THE DEAF AND HARD OF HEARING (Part Time)
This position is 100% Federally Funded

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Bridgeport, East Hartford, New Haven, Waterbury, and Windsor

Job Posting No: 32336, 34617, 84773, 84774, 96385

Hours: Monday to Friday, up to 30 hours per week (see addendum for schedule)

Salary: \$29.15 - \$37.17 Hourly (SH22)

Bargaining Unit: P-2 Social and Human Services

Posting Date: December 23, 2015 - January 8, 2016

The Department of Rehabilitation Services, Bureau of Rehabilitation Services, is currently recruiting for multiple part time Interpreter positions to provide support in the Bridgeport, East Hartford, Hartford, Manchester, New Haven, and Waterbury areas. Ability to travel statewide and knowledge of basic computer and internet use are preferred. These positions will be responsible for supporting Vocational Rehabilitation Counselors in their daily functions. Familiarity with Vocational Rehabilitation terminology is a plus. Note: These positions will not be eligible for dual employment. Positions scheduled for twenty (20) or more hours weekly are eligible for benefits. Schedules may be changed based on Counselors needs in accordance with the contract language.

Examples of Duties:

In the Bureau of Rehabilitation Services central office and regional offices, Bureau of Education and Services for the Blind, Bureau of Disability Determination Services or DORS administrative offices serves as interpreter to deaf and hard of hearing professional staff in telephone calls, at meetings, training and conferences and in conduct of routine agency business in an agency program working a set schedule; may interpret for hearing staff and/or consumers to facilitate communication; performs related duties as required.

Minimum Qualifications Required
Knowledge, Skill and Ability:

Knowledge of all forms of interpreting for the deaf and hard of hearing; familiarity with National Registry of Interpreters for the Deaf (RID) Code of Professional Conduct; interpersonal skills; oral and written communication skills; ability to establish and maintain harmonious relations with those contacted in the work; ability to utilize computer software.

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General Experience:

Incumbents in this class must possess and maintain a National Interpreting Certification and be a registered Interpreter with the State of Connecticut in accordance with Sec. 46a-33a of the Connecticut General Statutes.

1. Incumbents in this class must possess and retain a valid Motor Vehicle Operator's license. At the time of appointment candidates may be required to have a motor vehicle driving history satisfactory to the Commissioner or Commissioner's designee.
2. Incumbents in this class will be required to travel.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements must submit the following and forward as indicated below:

1. State of Connecticut Application for Employment (CT-HR-12), available online at: www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS.
2. Completed "Interpreter Addendum", page three (3) of this posting.
3. Copy of their National Interpreting Certification, original will be required upon hire.
4. Three (3) professional reference letters from current and/or former supervisors, or performance appraisals.
5. Candidates currently employed in state service, please submit your two (2) most recent service ratings in lieu of references.

DORS.Recruitment@ct.gov

THE POSTING NUMBER MUST BE IN THE SUBJECT LINE OF THE EMAIL

or

**Department of Rehabilitation Services
55 Farmington Avenue, 12th Floor
Hartford, CT. 06105
ATTN: Human Resources**

Due to the large number of applications we cannot confirm receipt of applications. **Incomplete, blank or late applications will not be considered. Also, no fax or hand-delivered copies will be accepted.** **PLEASE NOTE: The primary contact will be via email if provided on your application.**

APPLICATIONS MUST BE POSTMARKED ON OR BEFORE January 8, 2016.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

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INTERPRETER ADDENDUM – LOCATION PREFERENCE

GEOGRAPHIC LOCATION(s) Requested, Bureau of Rehabilitation Services (BRS).

Please indicate in numerical order the location(s) where you are willing to work using one (1) as your first preference.

Bridgeport	Mon. - Thurs.	9:00 a.m. - 3:30 p.m.	24hrs wk, ½ hr lunch	()
East Hartford	Tues. - Fri.	9:00 a.m. - 2:30 p.m.	20hrs wk, ½ hr lunch	()
New Haven	Mon. & Wed. Tues. & Thurs.	9:00 a.m. - 1:30 p.m. 9:00 a.m. - 4:30 p.m.	22hrs wk, ½ hr lunch	()
Waterbury	Mon. - Thurs.	9:00 a.m. - 3:30 p.m.	24hrs wk, ½ hr lunch	()
Windsor	Mon. - Thurs.	11:00 a.m. - 4:30 p.m.	20hrs wk, ½ hr lunch	()